

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

WASTEWATER RECLAMATION COORDINATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Wastewater Reclamation Coordinator is a stand alone classification. Incumbents are responsible for developing, coordinating, and marketing the beneficial reuse of wastewater byproducts, including but not limited to recycled water and biosolids. The incumbent is also responsible for monitoring farmland activities related to the use of recycled water and ensuring compliance with regulatory mandates.

Incumbents in this classification may be required to occasionally work nights and/or weekends

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Conducts research on current and modern wastewater reclamation and provides related technical advice to management and <u>customers</u> .	Daily 15%
2.	Collaborates and confers with other internal sections, divisions and/or departments to coordinate activities, discuss policies, review work, exchange information, and resolve problems <u>related to reclamation activities</u> .	Daily 5 – 10%
3.	Monitors the disposal of biosolids <u>including preparing requests for proposals and contract agreements</u> ; <u>reviews related invoices for accuracy</u> .	Daily 15%
4.	Participates in a variety of meetings, seminars, lectures, and/or other <u>job related conferences</u> .	Weekly 15%
5.	Implements community outreach and marketing associated with the use of recycled water and its quality, nutrient content, calculations, and use restrictions.	Weekly 10%
6.	Performs inspections of <u>farm activities related to recycled water reuse</u> , composting facilities, and associated compliance issues.	Weekly 10%
7.	Collects and interprets statistical data regarding soil, water, and biosolids and prepares related reports in compliance with applicable requirements.	<u>Daily</u> 5%
8.	<u>Prepares</u> lease contracts associated with parcels and acreages to area farmers and monitors their cultivation; <u>insurance, workers' compensation, and/or other applicable requirements</u> .	Quarterly 10%

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9.	Monitors the collection of soils, reclaimed water, biosolids, and other environmental samples as required for Waste Discharge Requirements related projects; prepares related reports documenting findings.	Monthly 25%
10.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Engineering, Chemistry, Environmental Health, Environmental Biology, Agricultural Science, Public Administration, Business Administration, or closely related field; and two years of technical and/or program management experience, preferably in the use and/or disposal of wastewater treatment byproducts is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Biosolid Land Application Certificate

Knowledge (position requirements at entry):

Knowledge of:

- Chemistry of reclaimed materials and their effect on crops, soil and yield;
- Mathematical concepts;
- Analytical methods and techniques;
- Statistical analysis, theories and concepts;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Environmental sampling procedures;
- Waste treatment and associated byproducts.

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Skills (position requirements at entry):

Skill in:

- Preparing and performing mathematical calculations
- Analyzing and interpreting a variety of wastewater data
- Analyzing a variety of statistical data and information and making recommendations based on findings
- Safely operating and maintaining applicable tools and equipment
- Collecting, analyzing and interpreting complex environmental data
- Preparing land leases
- Collecting environmental samples
- Developing and facilitating community outreach and program marketing plans
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils and travel.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007